

## **Chapter 10**

### **Administration**

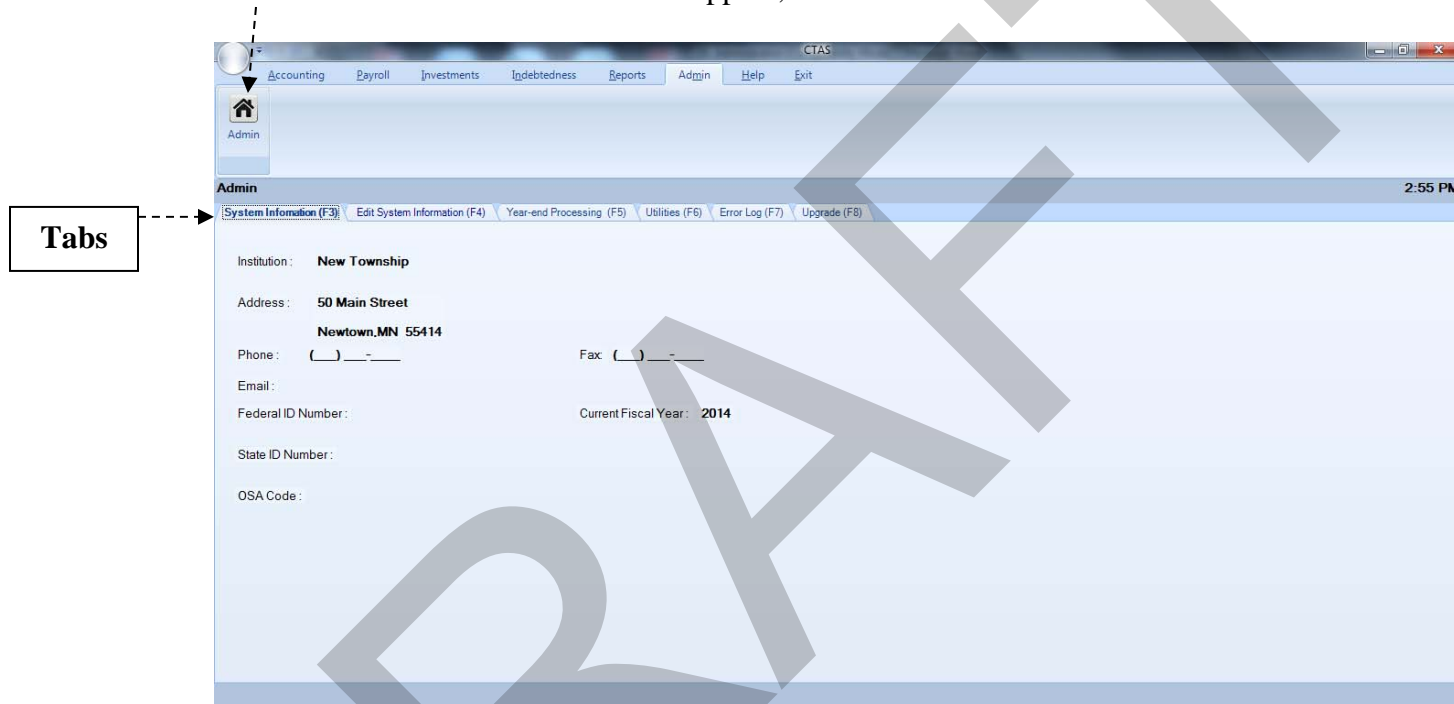
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## Administration: Introduction

In the Administration section, you can enter your local government's system information (name, address, fiscal year, etc.), complete the year-end processing, back up your data, create a CTAS error log, and upgrade your version of CTAS.

### Accessing the Administration Section

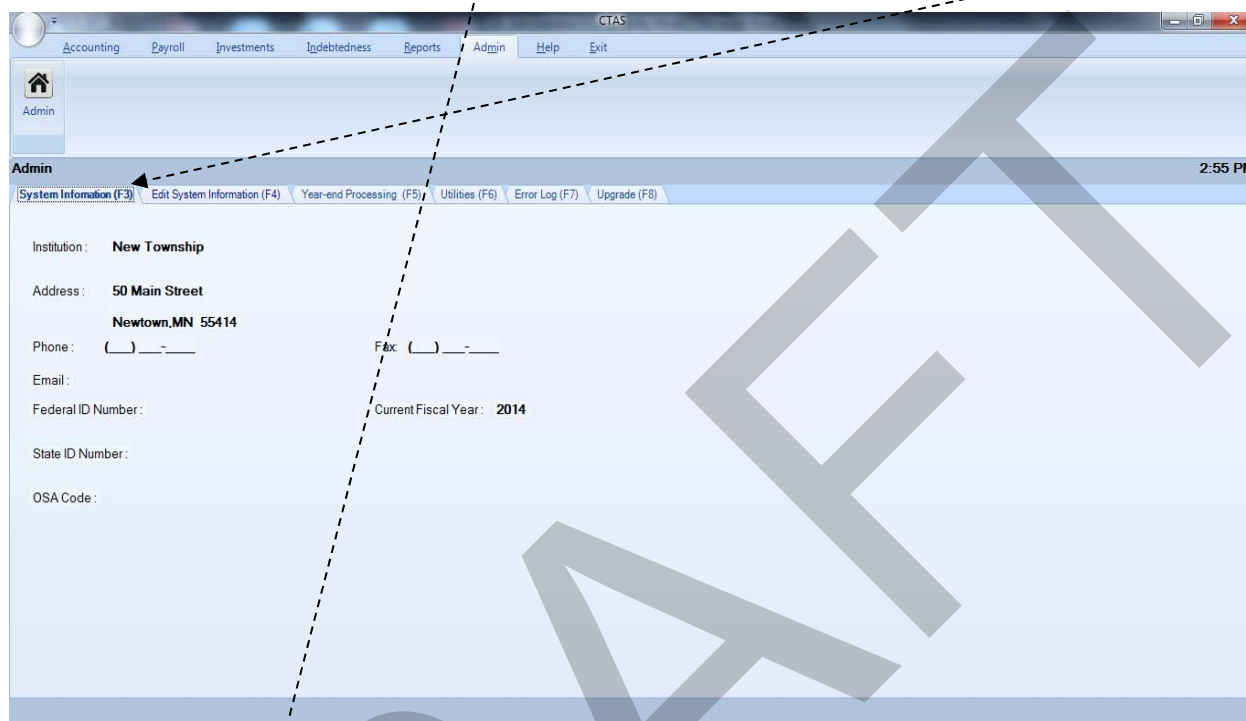
To access the Administration section, click on the Admin tab in the Task Bar, then click the Admin icon. The Admin screen will appear, as shown below.



The Administration section contains six tabs which allow you to perform different functions in the section. By selecting the System Information (F3) tab, you can view the current system information. In the Edit System Information (F4) tab, you can enter or edit the name of your local government, the address, ID numbers, etc. The Year-end Processing (F5) tab does the necessary calculation to complete the previous fiscal year and start the new fiscal year. The Year-end Processing (F5) tab also allows you to generate, submit, and check status of year-end reports and financial statements. In the Utilities (F6) section, you can back up or purge (delete) your data. The Error Log (F7) tab allows for the export (creation) of an error log file that can then be e-mailed to the OSA for review. The Upgrade (F8) tab can be used to upgrade your CTAS program if provided instructions from the OSA. Instructions on how to use these tabs can be found later in this chapter.

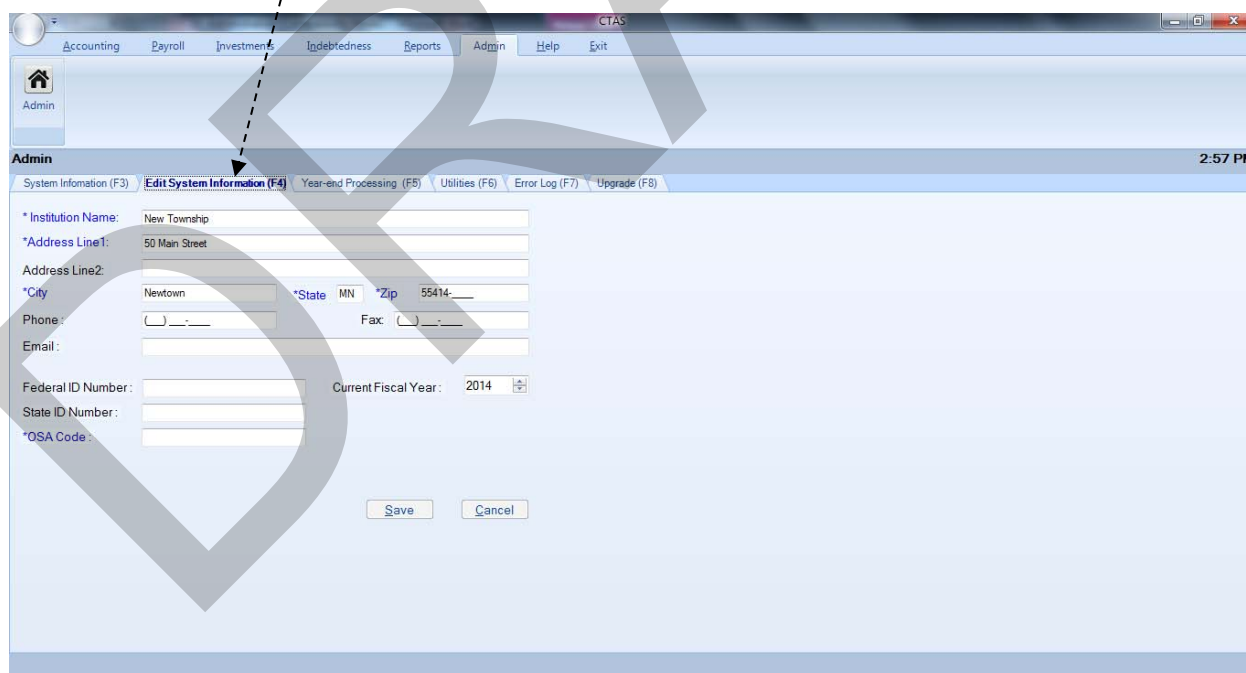
## Administration: Entering the System Information

To begin entering the information for your local government, click on the System Information (F3) tab. Next, click on the Edit System Information (F4) tab.



The screenshot shows the CTAS Admin window with the 'System Information (F3)' tab selected. The window has a menu bar with Accounting, Payroll, Investments, Indebtedness, Reports, Admin, Help, and Exit. The Admin menu is open, showing System Information (F3), Edit System Information (F4), Year-end Processing (F5), Utilities (F6), Error Log (F7), and Upgrade (F8). The System Information (F3) tab is active, displaying the following information:

Institution: **New Township**  
Address: **50 Main Street**  
**Newtown, MN 55414**  
Phone: ( ) - - - - - Fax: ( ) - - - - -  
Email: - - - - -  
Federal ID Number: - - - - - Current Fiscal Year: **2014**  
State ID Number: - - - - -  
OSA Code: - - - - -



The screenshot shows the CTAS Admin window with the 'Edit System Information (F4)' tab selected. The window has a menu bar with Accounting, Payroll, Investments, Indebtedness, Reports, Admin, Help, and Exit. The Admin menu is open, showing System Information (F3), Edit System Information (F4), Year-end Processing (F5), Utilities (F6), Error Log (F7), and Upgrade (F8). The Edit System Information (F4) tab is active, displaying the following information:

\* Institution Name: New Township  
\* Address Line1: 50 Main Street  
Address Line2: - - - - -  
\* City: Newtown \* State: MN \* Zip: 55414 - - - - -  
Phone: ( ) - - - - - Fax: ( ) - - - - -  
Email: - - - - -  
Federal ID Number: - - - - - Current Fiscal Year: 2014  
State ID Number: - - - - -  
\* OSA Code: - - - - -

Buttons: Save Cancel

After the Edit System Information tab is selected, the Edit System Information screen will appear allowing you to enter your information. An example of the Updating System Information screen is shown on the next page.

**Administration: Entering the System Information (continued)**

The screenshot shows the 'Edit System Information' window in the CTAS application. The window has a menu bar with 'Accounting', 'Payroll', 'Investments', 'Indebtedness', 'Reports', 'Admin', 'Help', and 'Exit'. The 'Admin' menu is selected. The window title is 'CTAS'. The 'Admin' menu is open, showing 'System Information (F3)', 'Edit System Information (F4)', 'Year-end Processing (F5)', 'Utilities (F6)', 'Error Log (F7)', and 'Upgrade (F8)'. The 'Edit System Information' form is displayed. It contains the following fields: '\* Institution Name' (New Township), '\* Address Line1' (50 Main Street), 'Address Line2' (empty), '\* City' (Newtown), '\* State' (MN), '\* Zip' (55414), 'Phone' (empty), 'Fax' (empty), 'Email' (empty), 'Federal ID Number' (empty), 'Current Fiscal Year' (2014), 'State ID Number' (empty), and '\* OSA Code' (empty). There are 'Save' and 'Cancel' buttons at the bottom.

When the Updating System Information screen appears, complete the following steps (fields in blue are required):

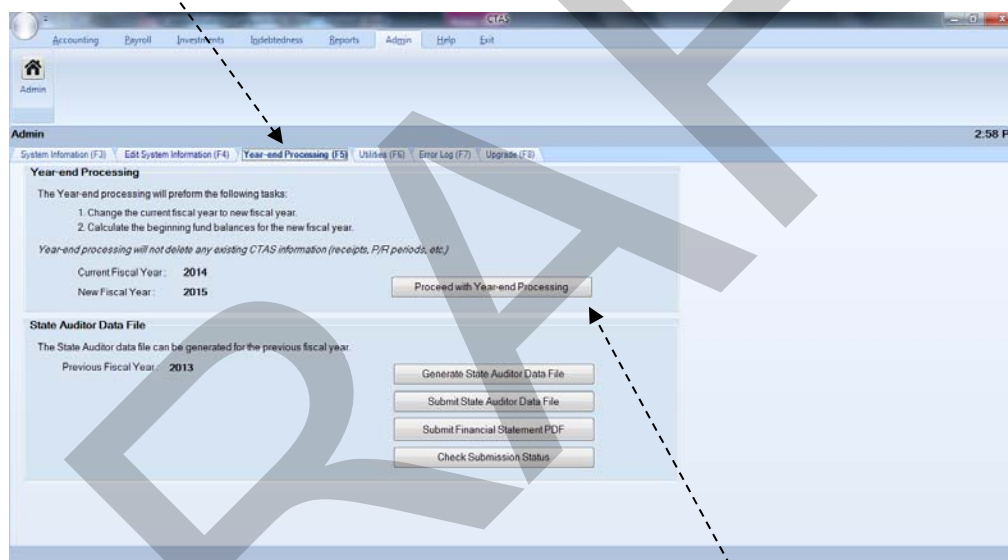
- Enter the name of your township or city in the Institution Name field.
- Enter the mailing address of the township or city in the Address fields.
- Enter the Federal Employer ID Number in the Federal ID Number field; it begins with 41-.
- Enter the State ID Number, if you have one, in the State ID Number field.
- Enter the OSA Code (received from the Office of the State Auditor).
- Click on the up or down arrow in the Current Fiscal Year box to change the fiscal year.
- Click on the Save button.

**Note:** The Federal ID Number, State ID Number, and OSA Code are not required when entering the System Information. However, the OSA Code is required in order to file the CTAS-generated data file with the Office of the State Auditor.

## Administration: The Year-end Processing Tab

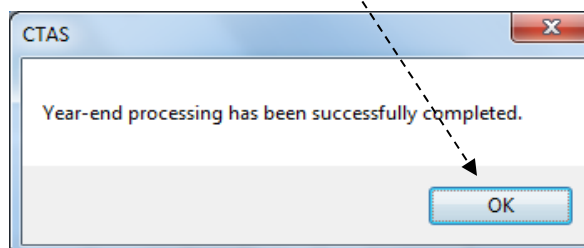
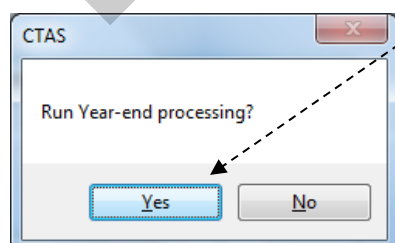
The year-end processing should be completed after the December/January bank reconciliation is completed, all year-end reports have been printed and the financial records are ready for the Town Board of Audit or City Council. Transactions for the current year can be entered without the completion of the year-end processing. When entering transactions for the current year, you will receive a message stating “the transaction falls outside the current fiscal year do you want to change the date?” Select no and the transaction will be saved with the entered date.

There are two options in the Year-end Processing section of CTAS. The first option changes the fiscal year to the new fiscal year and calculates the fund balances for the new fiscal year. The second creates an electronic file that can be used to file the financial reporting form with the Office of the State Auditor. To access the year-end processing section, click on the Year-end Processing (F5) tab.



### Operating the Year-end Processing

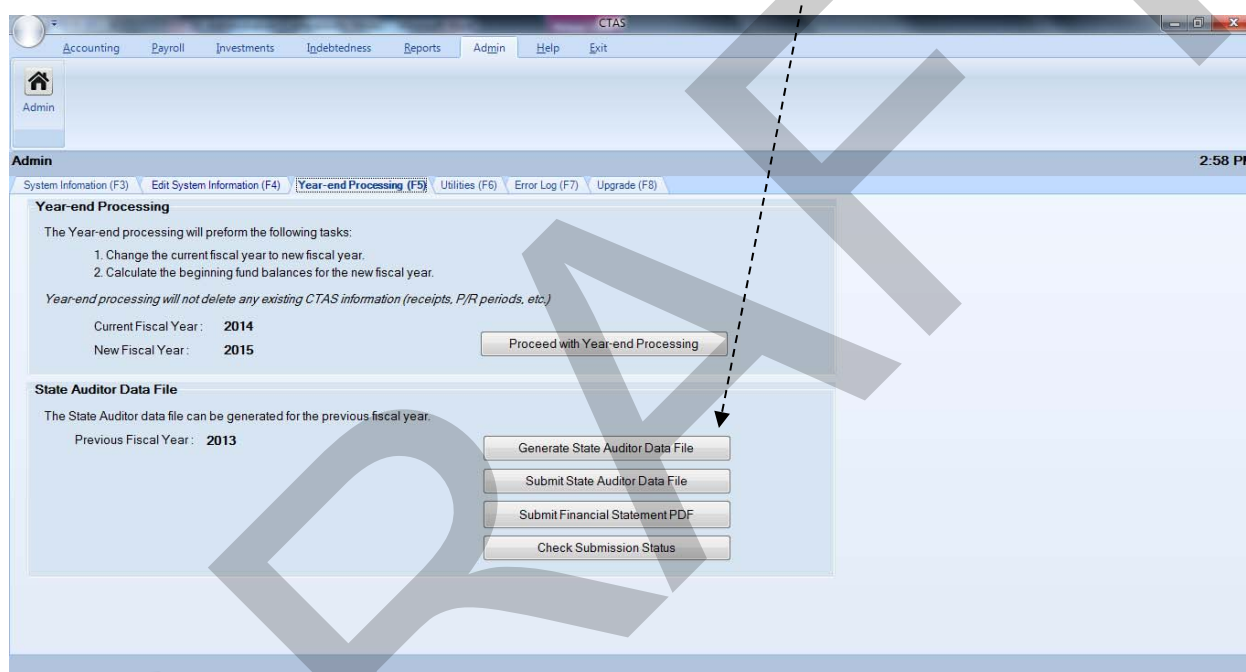
To change the current fiscal year to the new fiscal year and calculate the beginning balances for the new fiscal year, click on the Proceed with Year-End Processing button. A CTAS screen will appear (see below, left). Click the Yes button to run the year-end processing. When the year-end processing has been completed, a second CTAS screen will be displayed (see below, right) stating it has been completed. Click the OK button to finish the process.



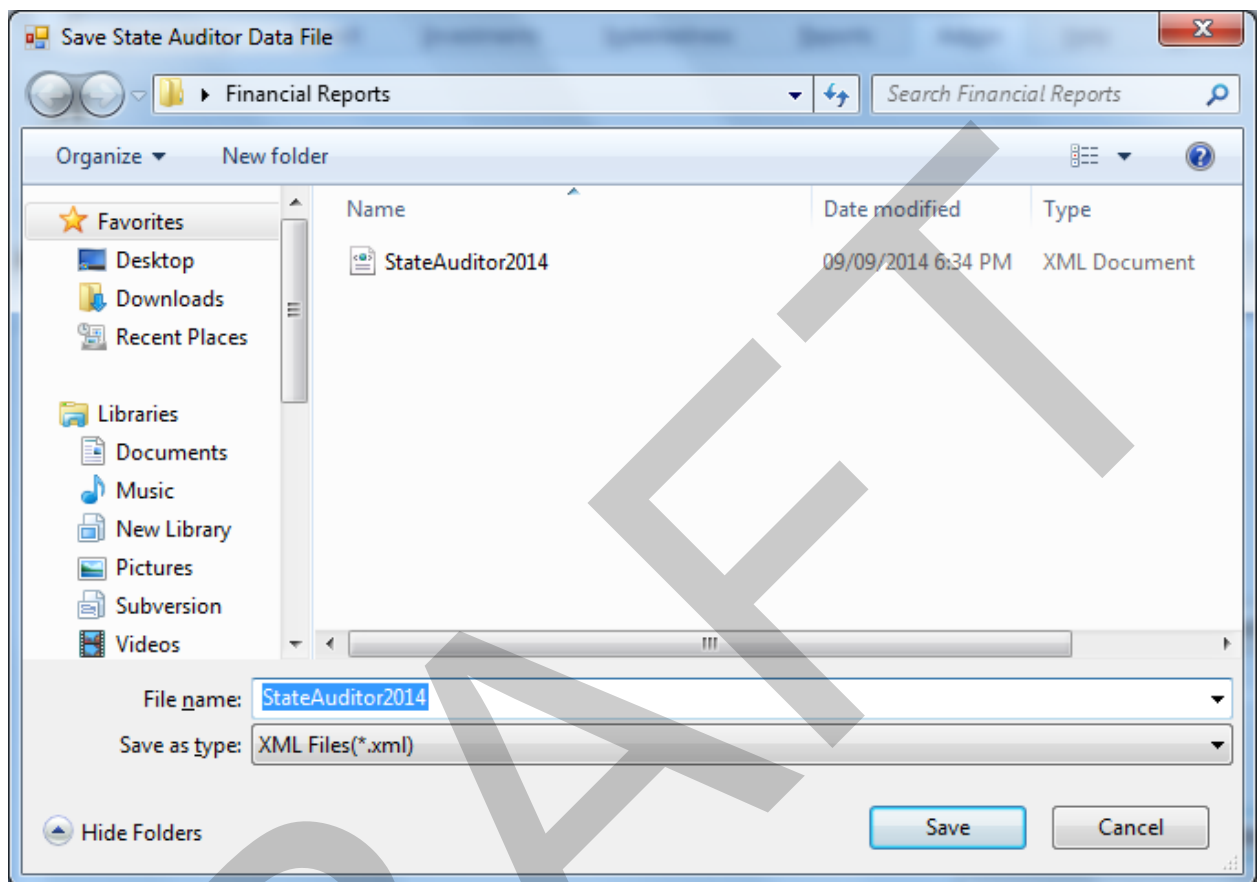
**Administration: The Year-end Processing Tab (continued)****Generating the State Auditor Data File**

The data file generated by CTAS meets the filing requirements of the Office of the State Auditor for the completion of the annual financial reporting form for cities and towns not required to be audited. Note: Cities are required to file annual financial statements in addition to the CTAS-generated data file.

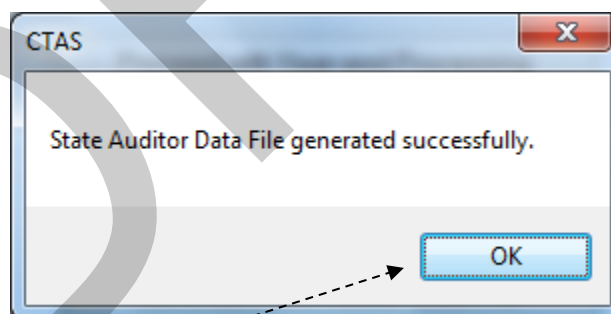
To create the file to send to the Office of the State Auditor, with the Year-end Processing tab selected and the Previous Fiscal Year correct (for the year reporting) under the State Auditor Data file, click on the Generate State Auditor Data File button.



After clicking on the Generate State Auditor Data File button, the Save State Auditor Data File screen appears, as shown on the next page.

**Administration: The Year-end Processing Tab (continued)**

In the Save State Auditor Data File box, select where you would like the file to be saved. Select Save when finished.



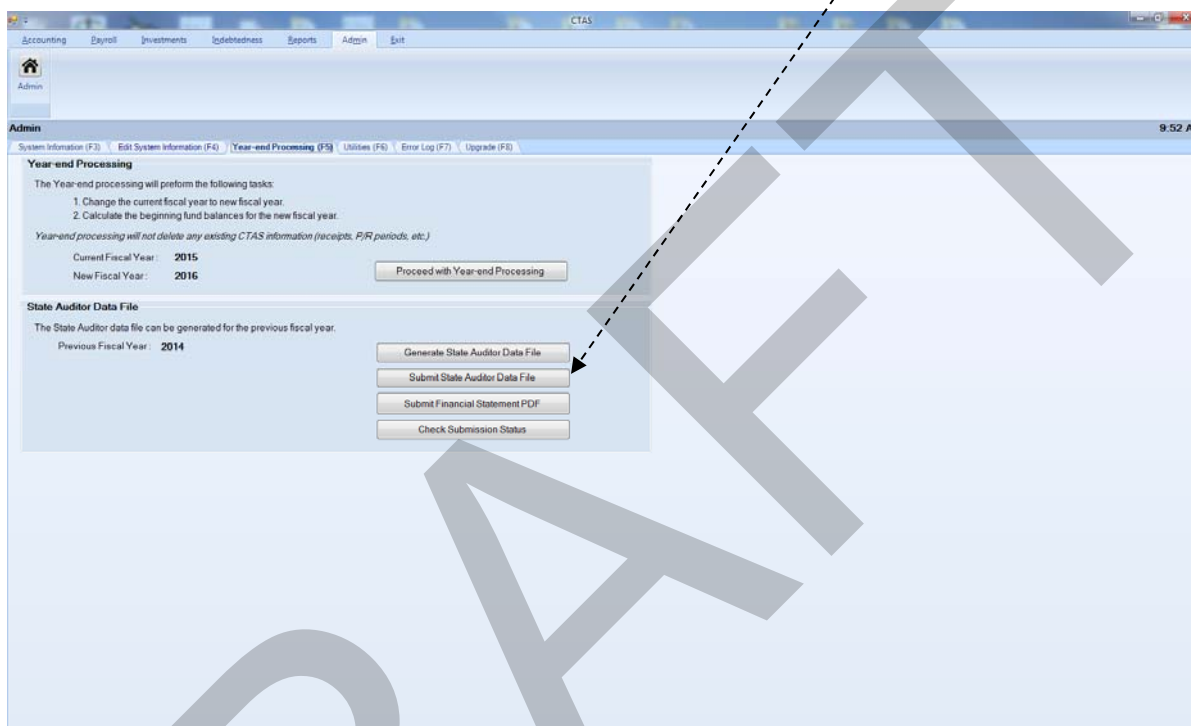
Select OK to finish.



## Administration: The Year-end Processing Tab (continued)

### Submit State Auditor Data File

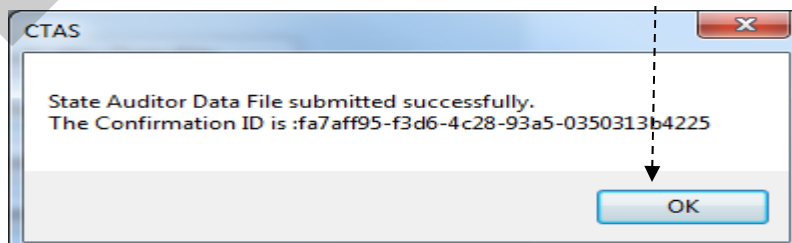
In the Year-end Processing tab, click the Submit State Auditor Data File button. (Make sure the Previous Fiscal Year is correct for the file being submitted.)



Enter your User Name and Password in the Authentication box, then click the Submit button.

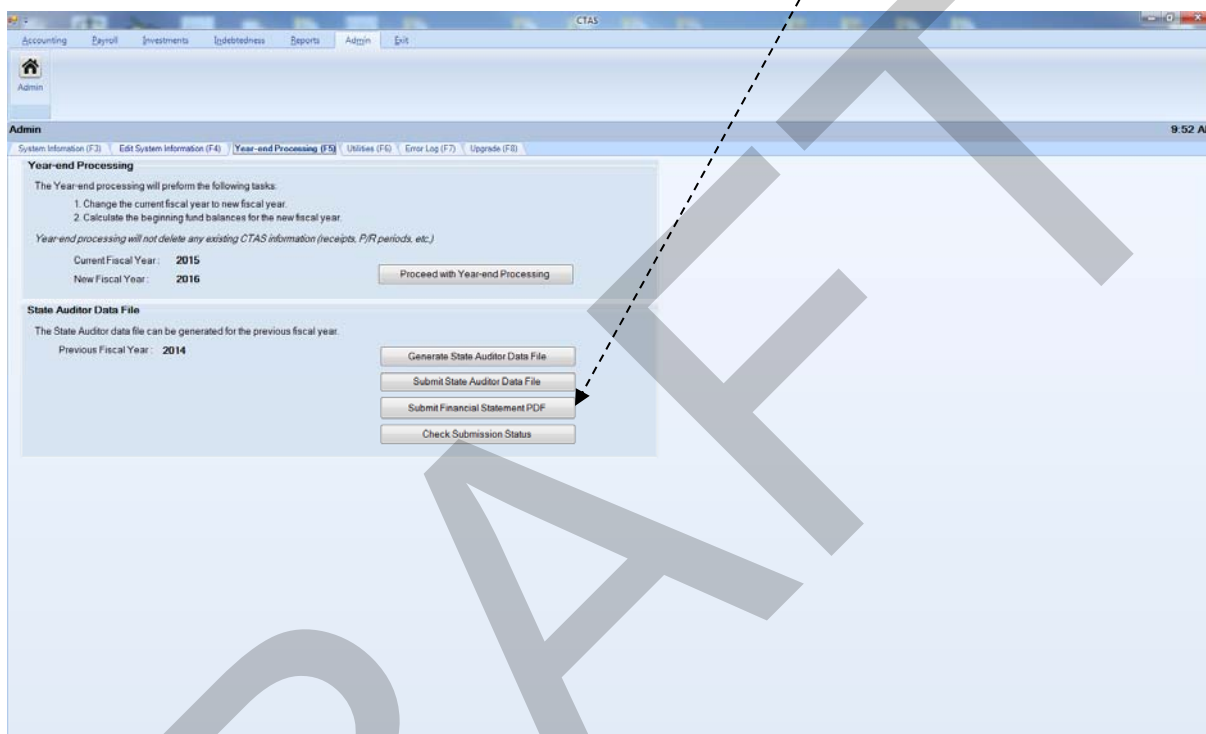
The authentication dialog box has a title bar 'Authentication'. It contains two input fields: 'User Name' and 'Password'. Below the fields are two buttons: 'Submit' and 'Cancel'.

You will then receive a confirmation ID screen. Click OK to finish.



**Administration: The Year-end Processing Tab (continued)****Submit Financial Statement PDF**

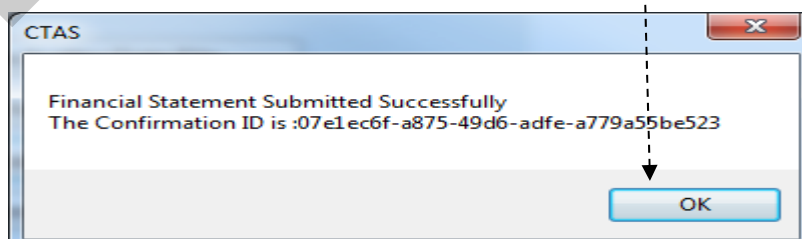
In the Year-end Processing tab, click the Submit Financial Statement PDF button. (Make sure the Previous Fiscal Year is correct for the financial statements being submitted.)



Enter your User Name and Password in the Authentication box, then click the Submit button.

A screenshot of an 'Authentication' dialog box. It contains two input fields: 'User Name' and 'Password'. Below the fields are two buttons: 'Submit' and 'Cancel'. A large 'DRAFT' watermark is overlaid on the image.

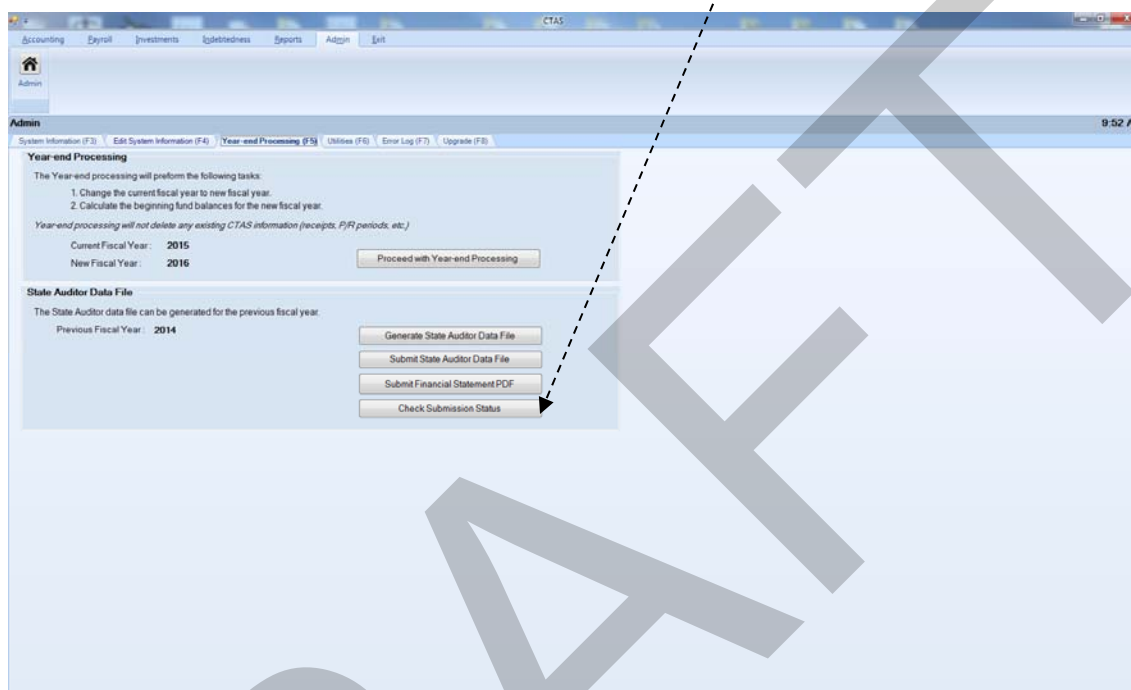
You will then receive a confirmation ID screen. Click OK to finish.



## Administration: The Year-end Processing Tab (continued)

### Check Submission Status

In the Year-end Processing tab, click the Check Submission Status button.



CTAS will then display the State Auditor Data Files that have been submitted.

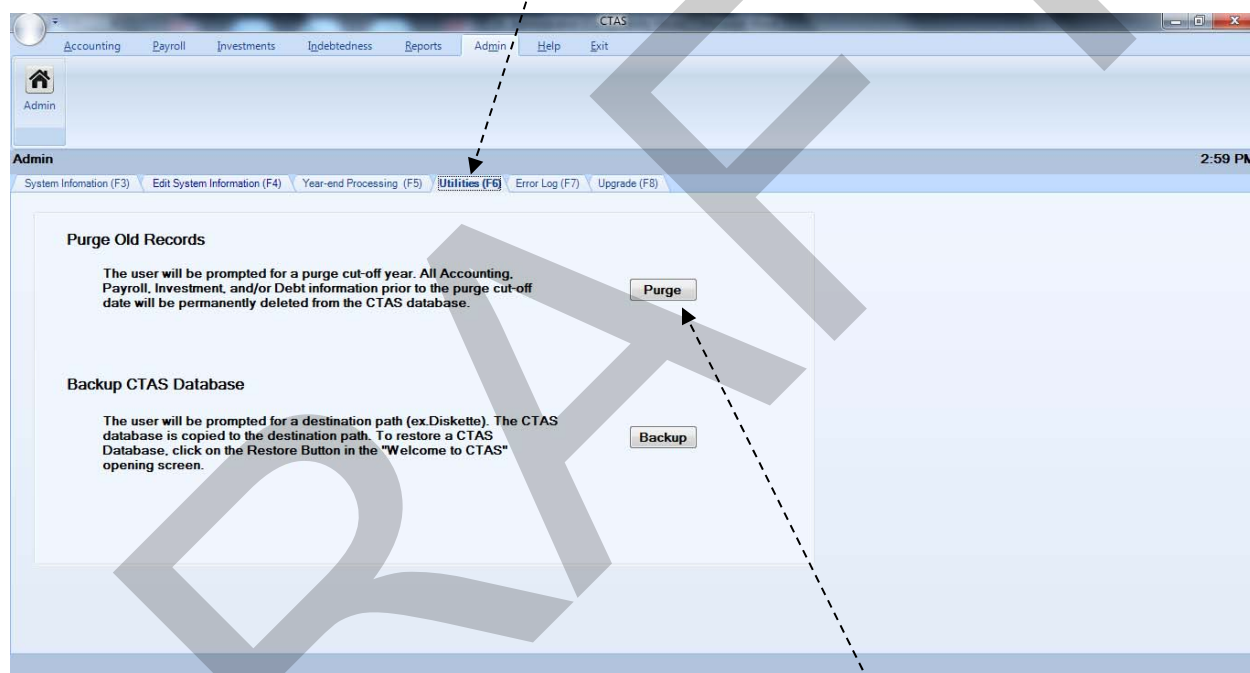


## Administration: The Utilities Tab

There are two options in the Utilities (F6) tab. The first option is Purge Old Records. Purging records will delete information from CTAS. Data might be purged if your CTAS system is running slow because of the amount of data or if you have more than ten years of data and there isn't a need to access the old data. After purging old records, you will only be able to access the purged records by restoring the database from a backup.

The second option provides you with the ability to create a backup of your data. A backup will allow you to restore your CTAS data to the point in time the backup was made.

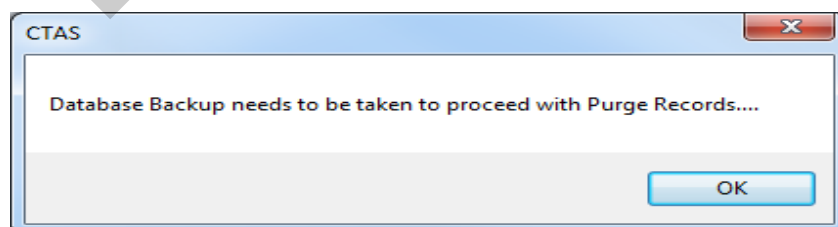
To access these utilities, click on the Utilities (F6) tab.



### **Purging (Deleting) Old Records**

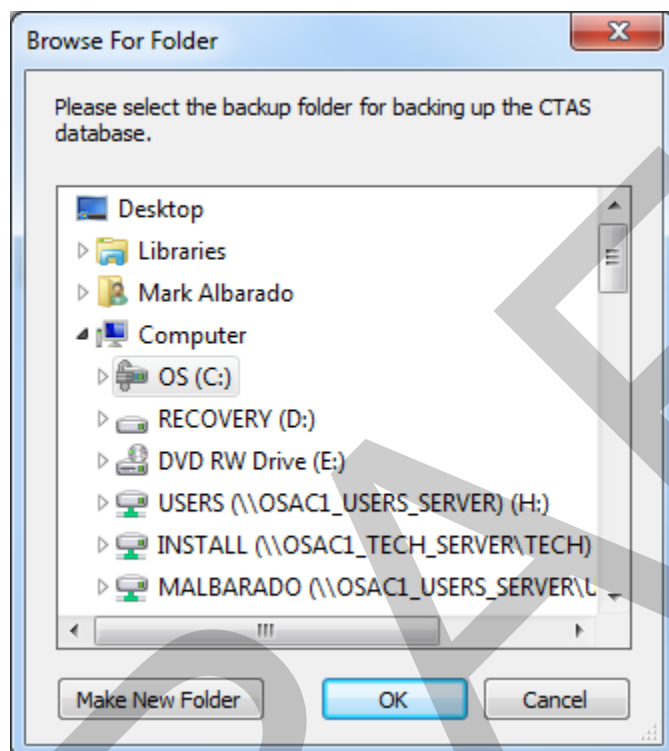
You can permanently delete records from the CTAS database using the Purge button on the Utilities tab. The Chart of Accounts data will not be purged.

Once you have clicked on the Purge button, the message box below will appear. You will be required to run a backup of your CTAS program. Click OK.

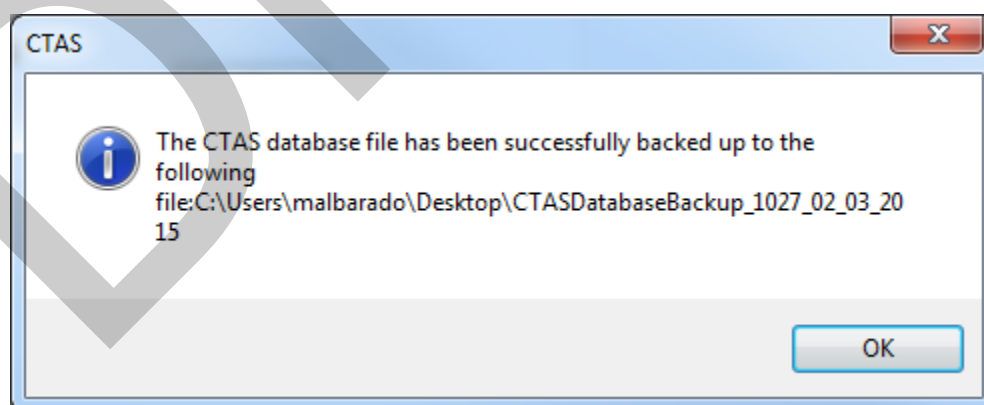


**Administration: The Utilities Tab (continued)****Purging (Deleting) Old Records (continued)**

From the Browse For Folder screen, select where you would like the backup of CTAS to be saved. Then Click OK.



CTAS gives you a confirmation that the file has been backed up to the listed location and gives the file name. Click OK.



**Administration: The Utilities Tab (continued)****Purging (Deleting) Old Records (continued)**

Purge Old CTAS Records

Purge Accounting Records ☒

Purge Payroll Records ☒

Purge Investment Records ☒

Purge Debt Records ☐

Purge cut-off Year 2013

(All Accounting, Payroll, Investment, and/or Debt information up to the purge cut-off year will be permanently deleted.)

Run Purge Cancel

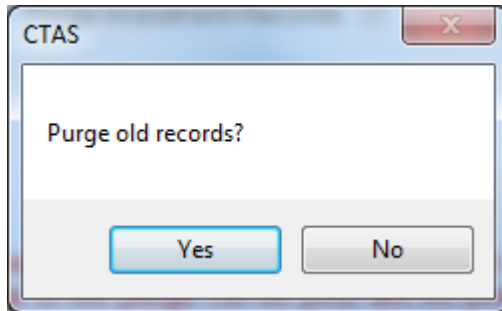
To purge old records, complete the following steps:

- Check the Purge Accounting Records box to delete the records in the Accounting Module.
- Check the Purge Payroll Records box to delete the records in the Payroll Module. The employee information records will not be purged if this box is selected.
- Check the Purge Investment Records box to delete the records in the Investment Module.
- Check the Purge Debt Records box to delete the records in the Indebtedness Module.
- Enter the ending date for purging the records in the Purge cut-off Year field. All transactions before this date will be deleted. You will not have access to these records unless you have a backup copy of the data.
- Click the Run Purge button.

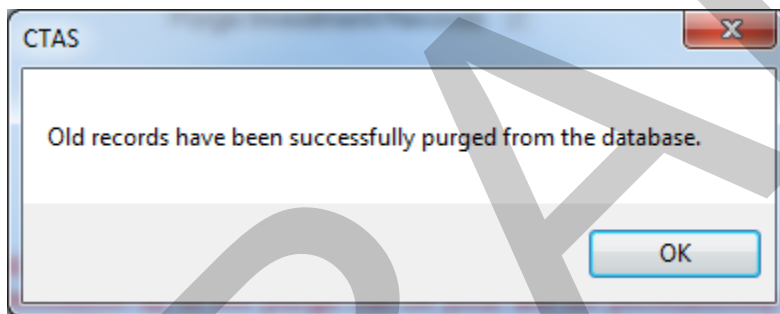
## Administration: The Utilities Tab (continued)

### **Purging (Deleting) Old Records (continued)**

Click Yes to the Purge old records prompt.



Click on OK to the successfully purged prompt to finish.

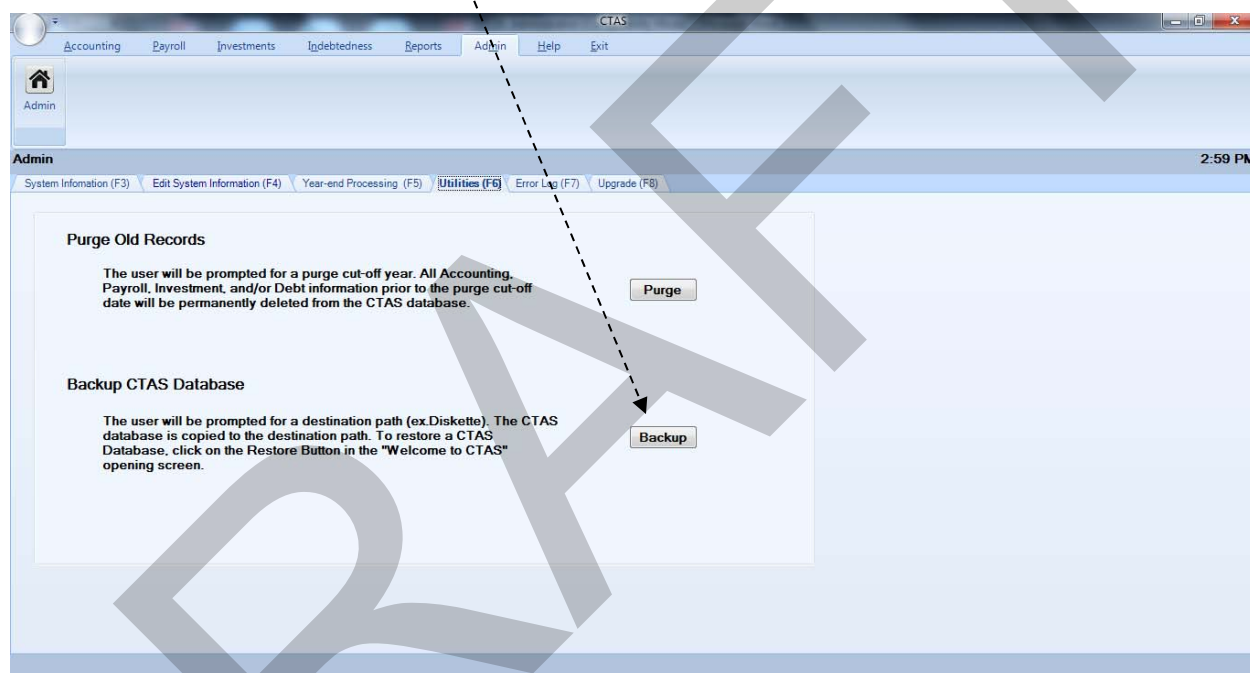


## Administration: The Utilities Tab (continued)

### Backing Up the CTAS Database

CTAS has a built-in backup feature to allow you to back up your data onto a CD, USB flash drive, external hard drive, or other external storage device. This is a complete backup which copies all of the CTAS data. For this example, the drive being backed up to is a USB flash drive. A USB flash drive is the recommended choice for backing up your data because of its ease of use and the amount of storage space available.

To back up your data, click the Backup button on the Utilities (F6) tab.

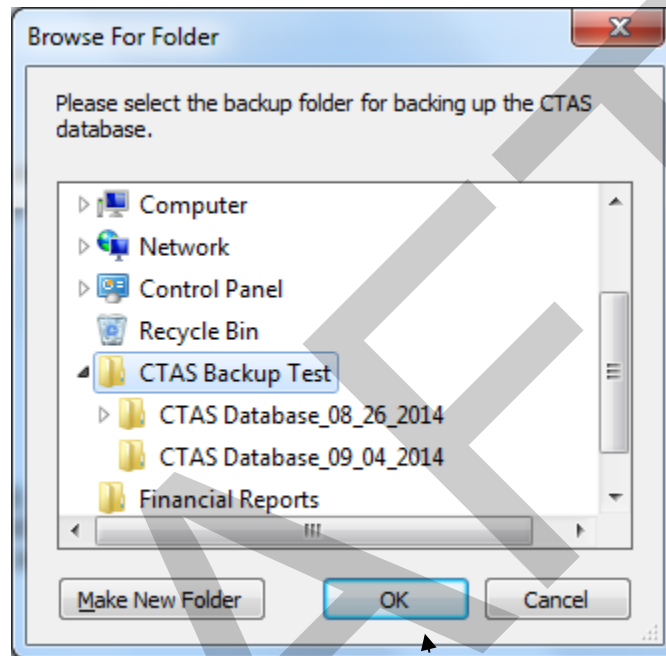


After clicking on the Backup button, the Browse For Folder screen will appear, as shown on the next page.

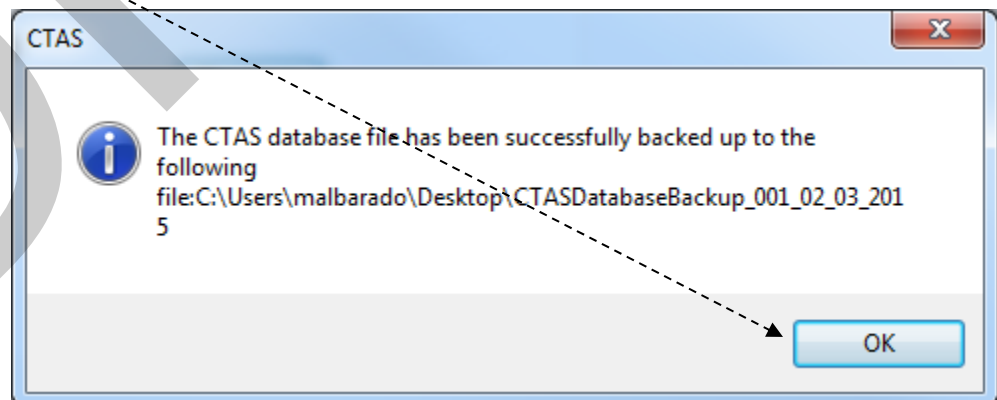


**Administration: The Utilities Tab (continued)****Backing Up the CTAS Database (continued)**

To complete your backup of the CTAS database, complete the following steps:



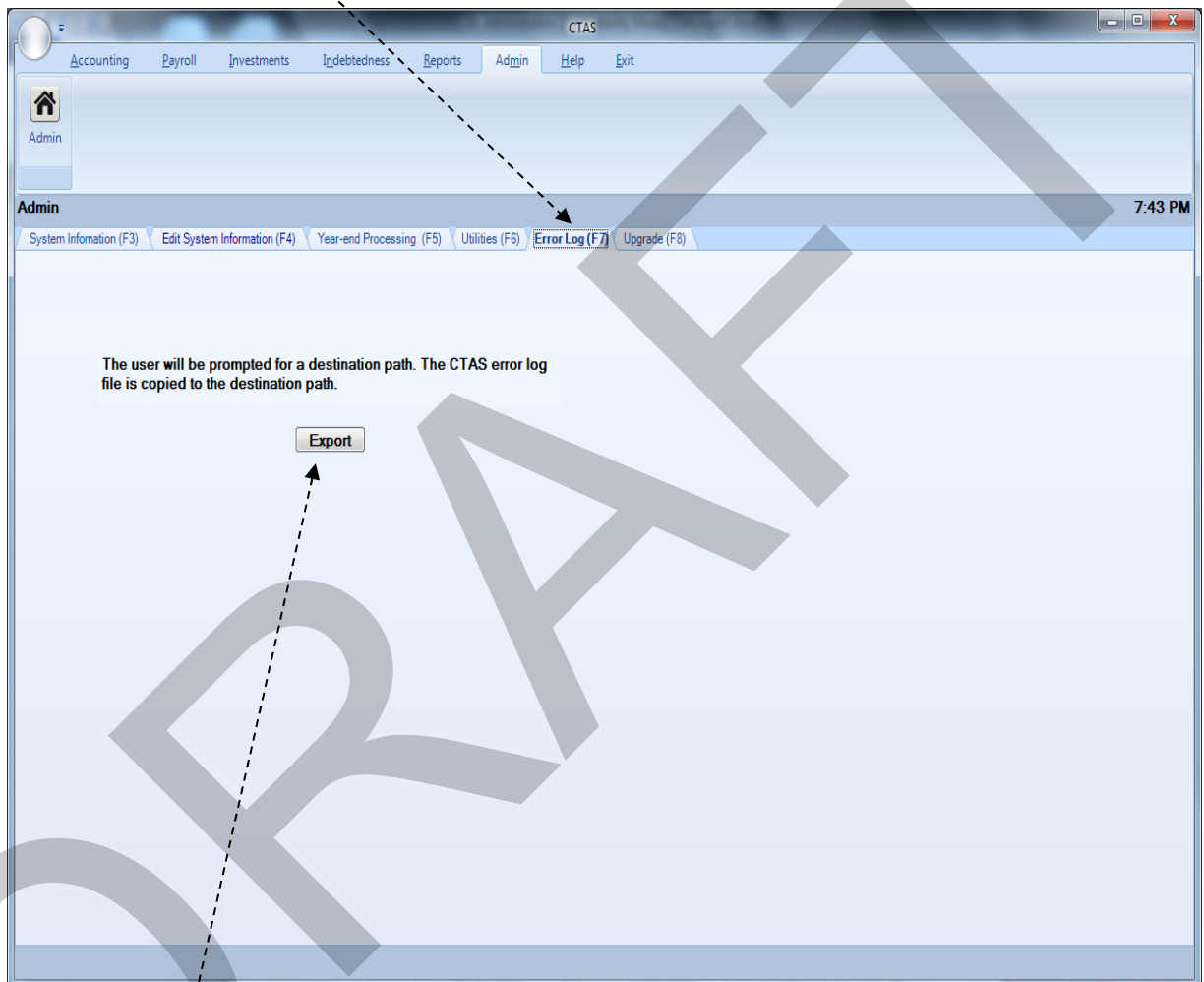
- Select the location where you would like the backup file to be created and saved. (It is recommended that backups be created using the backup feature in CTAS and saved on an external drive.)
- Once the location has been selected click the OK button.
- Click OK on the following confirmation message.



## Administration: Error Log

### Introduction

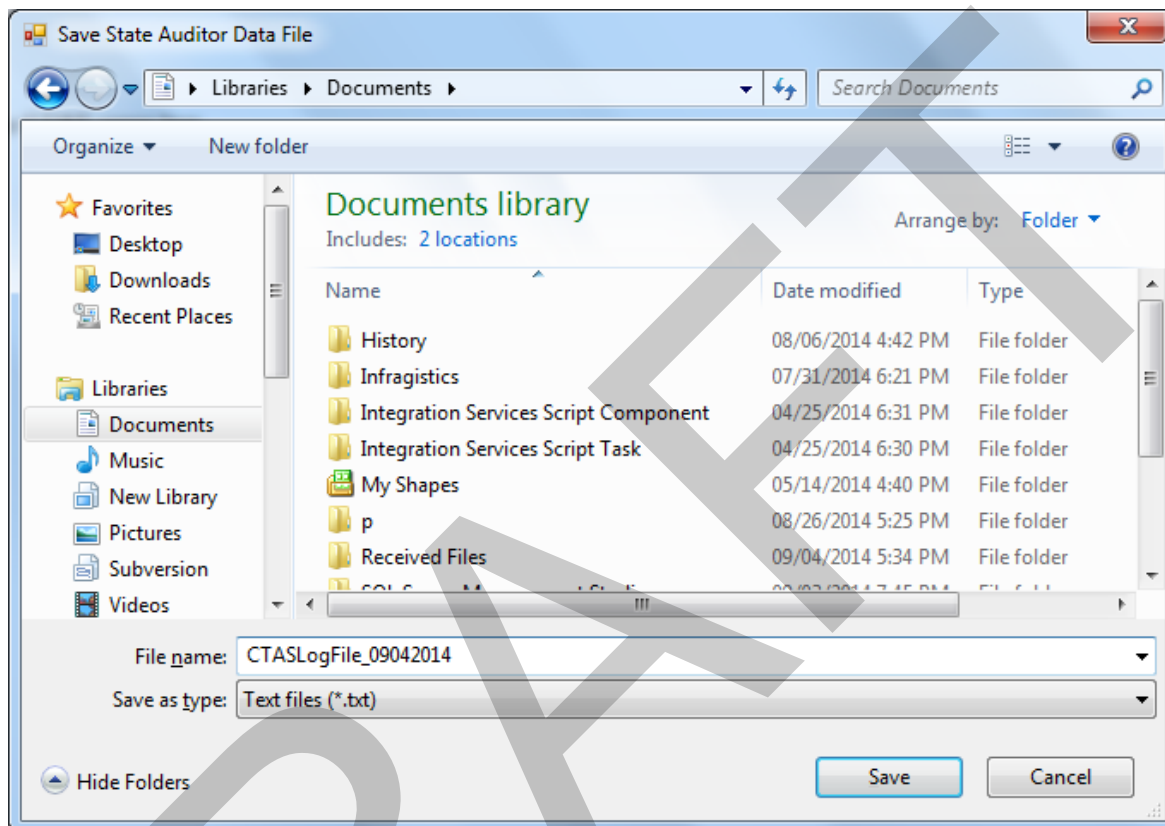
CTAS stores all of the error messages you receive when using CTAS. This allows you to create an Error Log file that can be submitted to the OSA for review. To create the Error Log file, click on the Error Log (F7) tab.



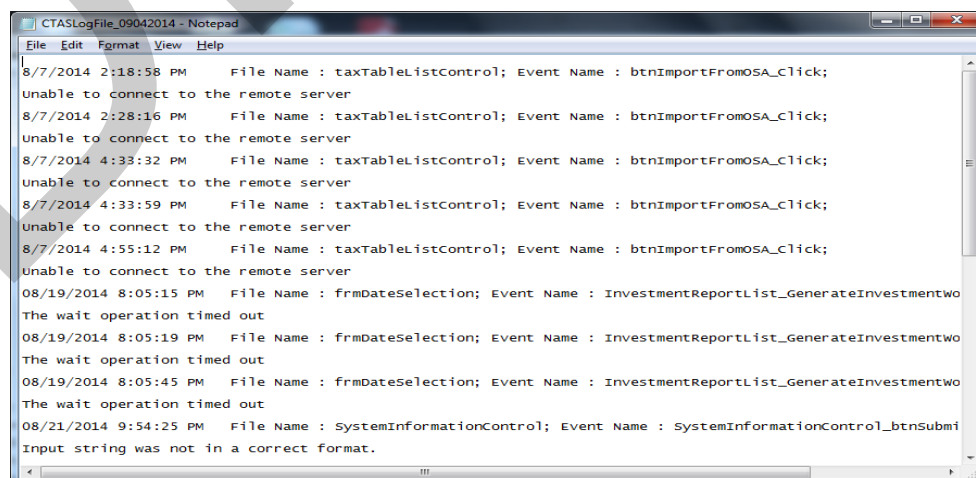
Click the Export button.

**Administration: Error Log (continued)**

- After Clicking the Export button, select the location where the error log file will be saved.



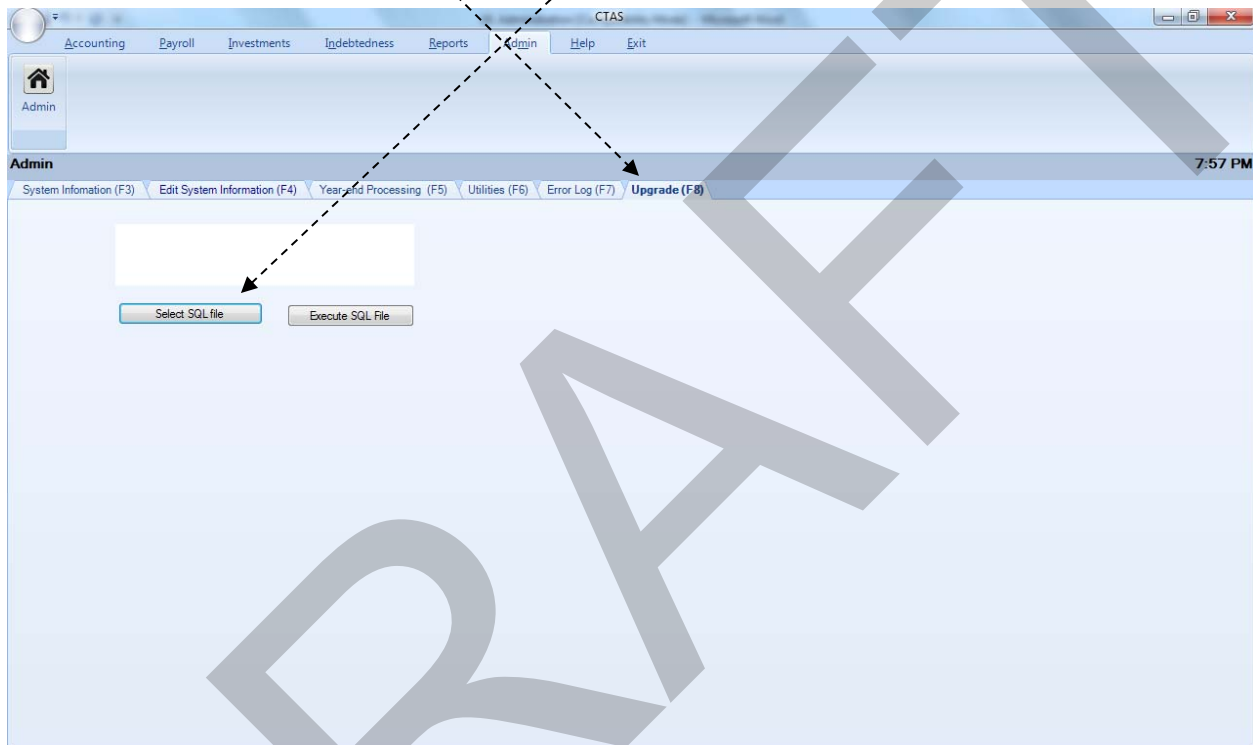
- Click the Save button once the location of the file has been selected. A file has been created for submission to the OSA with the error information.
- Error Log information view in the Exported file in Text Format and saved in .txt file.



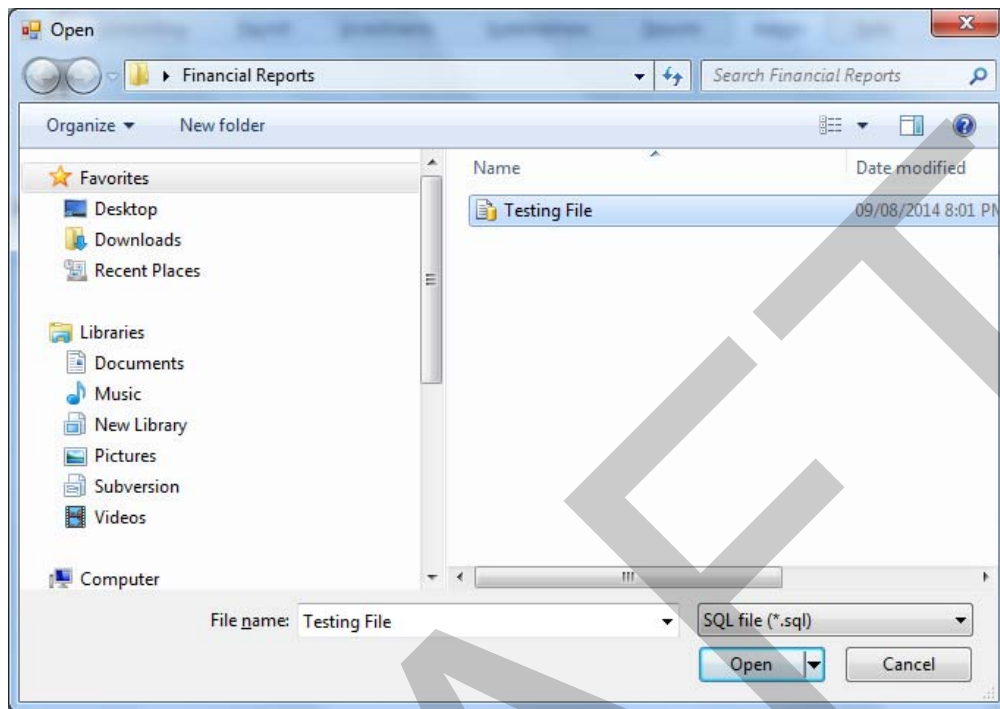
## Administration: Upgrade

This tab allows you to manually run upgrades to the database. The OSA will provide the files for upgrade should the need for it occur.

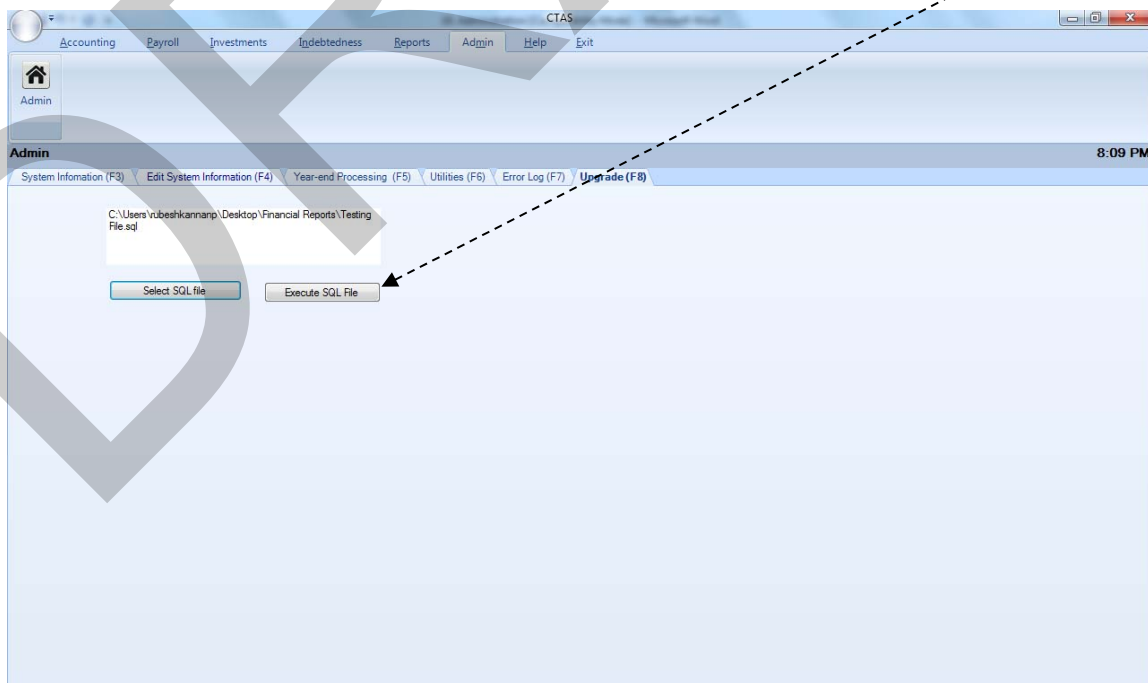
- To proceed with the Upgrade, click on the Upgrade (F8) tab. After Clicking the Upgrade (F8) tab, click the Select SQL File button to select the file that contains the scripts to execute in the database (file/script will be made available by the OSA only if necessary). Follow the below steps of screens will be appear :



## Administration: Upgrade (continued)



- Select the file extension .sql to execute the SQL file in the database, then click Open.
- With the selected file path displayed in the pathway box, click the Execute SQL File button.



**Administration: Upgrade (continued)**

- On the Execute SQL File screen message SQL File executed successfully, click OK.

